

41st Annual  
Christmas Craft Show

Weeks Center  
Aiken, SC 29803

Friday, December 2, 2011  
&  
Saturday, December 3, 2011



*2011 Vendor  
Information and  
Application  
Enclosed*



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Christmas Craft Show  
City of Aiken PRT Dept.  
P.O. Box 1177  
Aiken, S.C. 29802-1177



# City of Aiken

Post Office Box 1177  
Aiken, South Carolina 29802



Dear Crafter,

Enclosed you will find an application packet for the 41st Annual Christmas Craft Show. Reading all of the rules and regulations found in this packet should help to answer any questions you may have. You will be notified by mail if you have been selected for the show. If you need an additional application it can be found online at [www.cityofaikensc.gov](http://www.cityofaikensc.gov)

Once you have read through the packet, please *return the **application, check, photos or a website, and self-addressed stamped envelope***. Your application will not be processed if any of these items are missing. The application booklet is yours to keep for reference prior to the show. Please note that some space numbers may change. The map enclosed is to familiarize you with the show's layout in general.

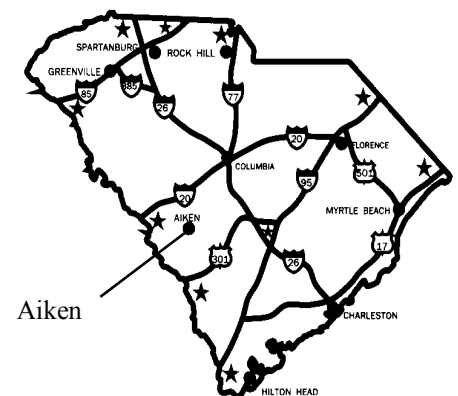
Thank you for your consideration. Should you have any questions concerning the show or your application packet, please do not hesitate to contact me via e-mail at [kwarfield@cityofaikensc.gov](mailto:kwarfield@cityofaikensc.gov) or by phone at (803) 642-7631. I hope to see you at the show.

Sincerely,

Kiersten Warfield  
Recreation Program Coordinator  
City of Aiken Parks, Recreation & Tourism Dept.  
Fax (803) 642-7639  
[kwarfield@cityofaikensc.gov](mailto:kwarfield@cityofaikensc.gov)

## Remember:

If you are a 2010 Christmas Craft Vendor, you have to turn in your application before **August 1st** to receive the same space you had last year.



# Frequently Asked Questions

<b>Where is the show?</b>	Weeks Center, 1700 Whiskey Rd., Aiken, South Carolina, 29803		
<b>When is the show?</b>	Friday, Dec. 2nd, 9:00 a.m. to 5:00 p.m. and Saturday, Dec. 3rd, 9:00 a.m. to 5:00 p.m.		
<b>When can I set up?</b>	Thursday, Dec. 1st from 10:00 a.m. to 8:30 p.m. and Friday, Dec. 2nd, 7:00 a.m. to 9:00 a.m.		
<b>What size are the spaces?</b>	12' x 12'		
<b>What is the entry fee?</b>	Inside Spaces	\$115	(\$75 Aiken City residents)
	Outside Spaces	\$95	(\$55 Aiken City residents)
<b>Is electricity available?</b>	Electrical hook-ups are extremely limited and are not guaranteed. They are available in some wall spaces only. Electrical cords <u>may not</u> cross walkways.		
<b>Can I rent tables?</b>	Yes, tables are available for rental for \$10 per table. *inside booths only*		
<b>What about taxes?</b>	You are responsible for reporting any applicable taxes according to federal and state law.		
<b>When is the application due?</b>	Applications must be postmarked by September 1st to meet the initial deadline. After September 1st a late fee of \$25 should be added to the application fee.		

**Early Bird Special!!!**  
**Save \$15.00** by turning in your application by August 1st, 2011

# Application Instructions

- ♦ Applications should be submitted by mail. Those postmarked after September 1st will be considered late and the \$25 late fee will be added to your entry fee.
- ♦ Acceptance/denial notifications and receipts will be mailed no earlier than October 1st, 2011.
- ♦ Each application must be accompanied by a **check, photos/website, and a business size self addressed stamped envelope**. Applications will not be processed if any items are missing. No exceptions.
- ♦ Make all checks payable to: **The City of Aiken**
- ♦ Photos/Website representing what you are selling must be submitted with the application (whether or not crafter has been in previous shows). No exceptions. Photos will not be returned.
- ♦ A map of available spaces is enclosed in the packet. The map is for informational purposes only and may be subject to change without notice by the Parks, Recreation and Tourism Department. Crafters may request a space with the understanding that there is **NO GUARANTEE** that they will receive their request.
- ♦ A self addressed, business size stamped envelope **MUST** accompany all applications.
- ♦ Return the application, check, photo, and self addressed stamped envelope. All other packet information sent should be kept by the crafter for reference.
- ♦ Mail application, photo, self addressed stamped envelope, and check to: Christmas Craft Show, City of Aiken PRT Department, P.O. Box 1177, Aiken, S.C. 29802-1177

# RULES AND REGULATIONS

1. This is a juried show.
2. All work must be handcrafted and original to the owner, no kits allowed. Any crafter found to be selling buy-resell items or any items that are not handmade by the crafter may be asked to leave the show and their name may be removed from the mailing list. Vendors who represent mail order companies, (such as baskets that are ordered through a company), vendors who sell artwork (posters, paintings, photographs) that is not original to them, and vendors who have t-shirts or mugs with pre-printed decals or logos, etc. are not allowed in the show.
3. All crafters **MUST** be set up prior to the opening of the show on the first day and 1 hour prior to opening on the second show day. If you are not set-up 1 hour prior to the show you will be **fined a \$30.00 charge**. Your fine must be paid by the end of the day.
4. All doors to the Weeks Center will remain locked until the opening of the show on each day. This is for the protection of all crafters and the Parks, Recreation & Tourism Department.
5. All accepted vendors are required to attend the show. If you have an emergency and cannot attend the show, please call the Parks, Recreation & Tourism Department at (803) 642-7631 or email us at [adavis@cityofaikensc.gov](mailto:adavis@cityofaikensc.gov) to notify the staff. Whenever possible, please give several days notice so that your space may be filled with someone from the waiting list. No refund will be given.
6. Crafters are to bring enough items to sell both days of the show. **No crafter is to breakdown their booth early**. Any exhibitor who breaks down their booth early or does not show up for the show may be removed from the mailing list. This is left to the discretion of the Parks, Recreation & Tourism Department.
7. Food vendors are not allowed inside the center. Baked goods are allowed both inside and outside.
8. There will be no rain date. A registration is a commitment to the show and no refunds will be made.
9. Exhibitors may rent no more than 2 spaces and must pay the fee for each space.
10. A crafter may not sell a space or any part of a space.
11. Canopies and tents, including any connecting wires or stakes, **MUST** be totally contained within the exhibitor's assigned space. If you are using a tent or canopy outside, you must use stakes or any other securing mechanism to make sure it stays stationary.
12. All exhibits **MUST** be independent of autos, trucks, campers, etc.
13. Security will be provided Thursday and Friday nights. However, the City of Aiken will not be held responsible for loss or damage for any reason.
14. The postmark on a submitted application is the sole determination of whether a late fee should be assessed.
15. Anyone who exhibits children's activities, such as sand art, "bead your own" bracelets, etc. will be limited to an outside booth.
16. The submittal of an application is not a guarantee of acceptance in the show. This is a juried show and the Parks, Recreation & Tourism Department reserves the right to refuse acceptance of any application. To insure greater variety and opportunity for crafters and customers, a limited number of exhibitors will be accepted in each category. The decisions on acceptance into the craft show and the placement of booths is determined by the jury and the Parks, Recreation & Tourism Department staff. All decisions are final.
17. Include photos/website representing merchandise to be sold. These photos may be compared to your merchandise any time before or during the show. The City of Aiken reserves the right to ask vendors to leave the show if the photos do not match the merchandise to be sold. Photos will not be returned. You are required to include photos if you have a website or crafts to be sold.
18. All crafters must park in the lot behind the Weeks Center during show hours, with the exception of spaces 101-121 who may park behind their booths. The front parking lot is for customers!
19. Electrical hook-ups ARE NOT available for outside spaces. Electrical hook-ups are very limited, NOT GUARANTEED, and available for some inside wall spaces. No electrical cords will be allowed to cross over walkways.
20. **NO PETS ARE ALLOWED INSIDE THE BUILDING**

# 2011 Christmas Craft Show

## Weeks Center Outside Spaces

MAP IS NOT TO SCALE!

139
138
137
136
135
134
133
132
131
130
129
128
127
126
125
124
123
122

Spaces 122 & Above →

CRAFTERS IN SPACES 101-121 MAY PARK BEHIND  
THEIR SPACE. SPACES 95-100 MUST PARK BEHIND  
THE WEEKS CENTER AFTER SETTING UP THEIR  
BOOTHS AND DURING SHOW HOURS!

121	120	119	118	117	116	115	114	113	112	111	110	109	108	107
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DRAIN

106	105	104	103	102	101
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Walkway

BENCH

BENCH

PLAYGROUND

S

SIDEWALK

SIDEWALK

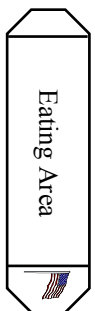
Customer Parking

MARQUEE

Customer Parking

Entranceway into the Weeks Center

Eating Area



Food Vendor  
Area

SIDEWALK

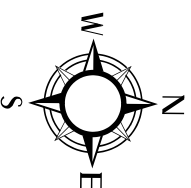
Entrance

95	96	97	98	99	100
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SIDEWALK

SIDEWALK

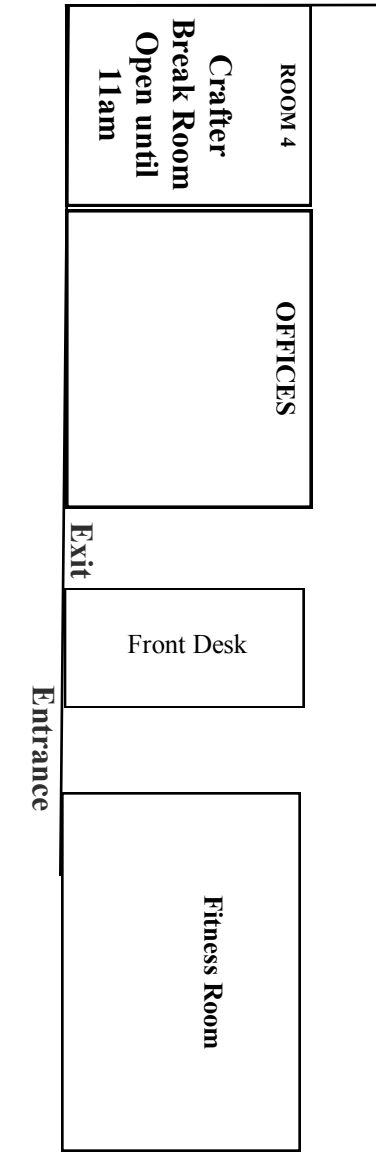
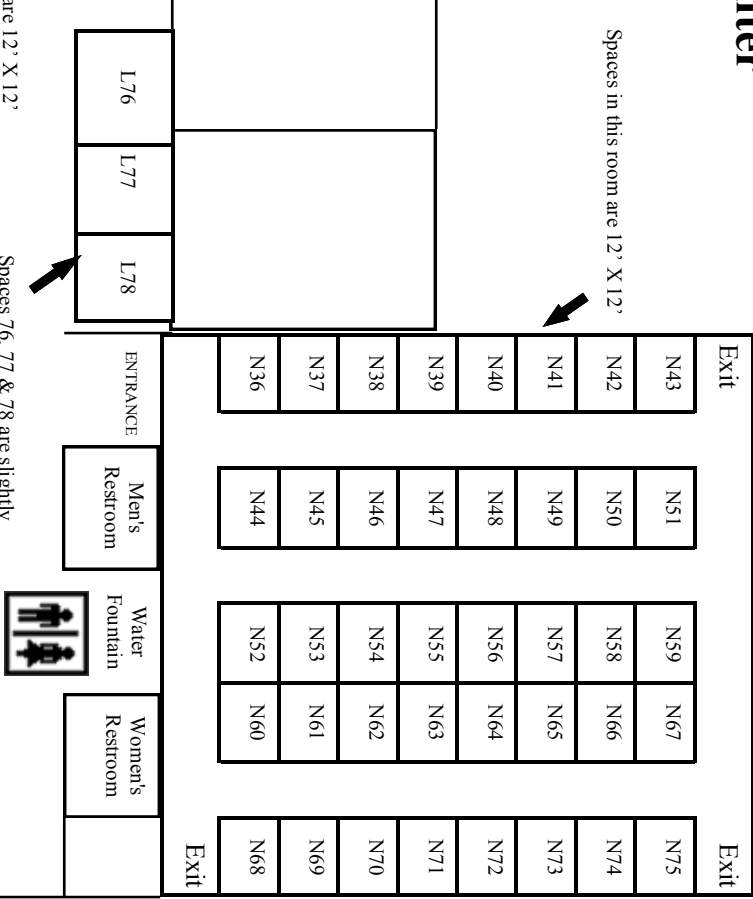
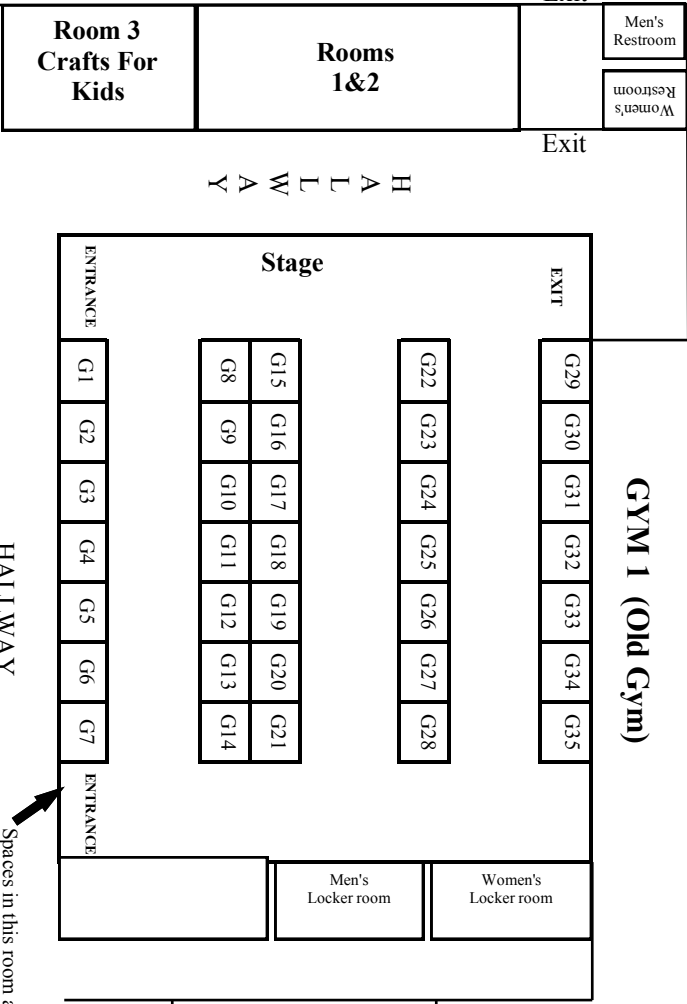
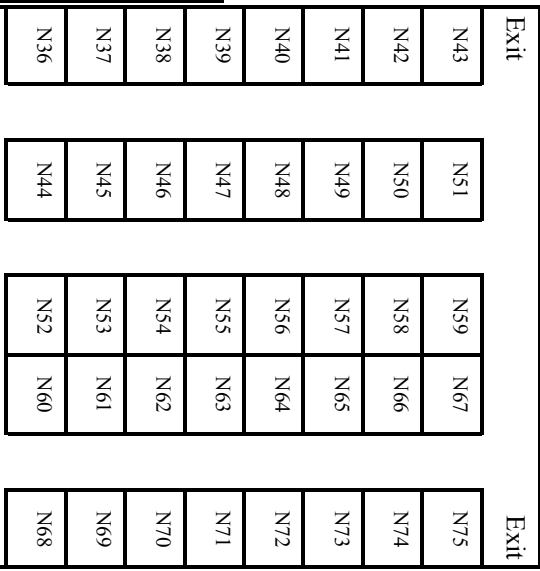
WEEKS  
CENTER





# Inside Spaces Weeks Center

## GYM 2 (New Gym)



# 2011 Christmas Craft Show

ALL INSIDE CRAFTERS MUST PARK BEHIND THE  
WEEKS CENTER AFTER SETTING UP THEIR BOOTHS  
AND DURING SHOW TIMES!

# 41st Christmas Craft Show

## Application Form

Christmas Craft Show  
City of Aiken PRT  
P.O. Box 1177  
Aiken, SC 29802  
(803) 642-7631  
www.cityofaikensc.gov



**FOR STAFF USE ONLY**

Received:	Booth:
Accepted Denied	

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (        ) \_\_\_\_\_ Mobile Phone: (        ) \_\_\_\_\_

Work Phone: (        ) \_\_\_\_\_ Fax Number: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: (no photos required) \_\_\_\_\_

**Category of Work:** (Please circle one) \*Please remember to include photographs or a valid website representing all work to be sold. Photos will not be returned\*

Pottery	Clothing	Wood Furniture	Stained Glass
Naturals/Florals	Needlecraft/Fabric	Woodcrafts	Ceramics
Basketry	Jewelry	Paintings	Folk Art

Description if no distinct category: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Request (circle one)                      Inside                      Outside

I would like to rent \_\_\_\_\_ tables. (Inside booths only)

**Remember:**  
If you are a 2010 Christmas Craft Vendor, you have to turn in your application before **August 1st** to receive the same space you had last year.

### NOTE:

If you have requested an inside booth and we are full, we will mail your check along with your self-addressed envelop back to you. You will then be able to decide if you would like to be placed outside. If you would like to be placed outside, you will then be responsible for sending a new check and another self-addressed envelop.

**Please initial signifying that you understand the above message:** \_\_\_\_\_

Inside Booth **Aiken City Resident** (limit 2 booths) \$ 75.00 \$ \_\_\_\_\_

Inside Booth **All Others** (limit 2 booths) \$115.00 \$ \_\_\_\_\_

Outside Booth **Aiken City Resident** (limit 2 booths) \$ 55.00 \$ \_\_\_\_\_

Outside Booth **All Others** (limit 2 booths) \$ 95.00 \$ \_\_\_\_\_

Table Fee (inside only) \$ 10.00 \$ \_\_\_\_\_  
per table

**Early Fee (for envelops postmarked before August 1st, 2011) -\$15.00** \$ \_\_\_\_\_

Late Fee (for envelopes postmarked after September 1, 2011) \$ 25.00 \$ \_\_\_\_\_

**Total Due (make check payable to City of Aiken)** \$ \_\_\_\_\_

Please list all persons who will be staffing your booth during the show:

_____	_____
_____	_____
_____	_____
_____	_____

**\*NOTE: All outside vendors will only receive ONE badge\***

**I have carefully read and agree to abide by the all the rules and regulations outlined in the attached application packet.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Did you include: (PLEASE INITIAL BY EACH)**

- ◆ Completed application? \_\_\_\_\_
- ◆ Photos or website of merchandise to be sold? \_\_\_\_\_
- ◆ Check made out to City of Aiken? \_\_\_\_\_
- ◆ Self addressed, stamped envelope? \_\_\_\_\_
- ◆ \$25 late fee if postmarked after September 1st ? \_\_\_\_\_

**Return to:**  
**Christmas Craft Show**  
**City of Aiken PRT Department**  
**P.O. Box 1177**  
**Aiken, S.C. 29802-1177**

Application Page 2 of 2

**Applications will  
not be accepted if  
you hand deliver  
them. All  
applications must  
be mailed in.  
Thank you!!!**